
Goddard Space Flight Center Exit Clearance Record

NAME _____ ORGANIZATION CODE _____
LAST DAY OF DUTY _____ EFFECTIVE DATE _____

CHECK ONE: ☐ RESIGNATION ☐ TRANSFER ☐ OTHER (Specify)
 ☐ RETIREMENT ☐ REASSIGNMENT (to another NASA Center)

NOTICE

All Goddard employees terminating their employment must satisfy exit clearance requirements so that they may be apprised of their employment related entitlements and obligations. Supervisors and departing employees are responsible for ensuring that exit clearance instructions are satisfied.

INSTRUCTIONS

Part I must be cleared by the departing employee in person on their LAST day of duty.

Part II clearance areas should be done by telephone. Either the supervisor or person designated by the supervisor will complete Part II. **PART II IS NOT TO BE COMPLETED BY THE DEPARTING EMPLOYEE.** As each area is cleared by telephone, initials and dates should be recorded in the space provided. Part II clearance areas should be completed a week or so prior to the employee's actual departure date so that any outstanding obligations can be resolved prior to the date the employee physically leaves the Center.

EMPLOYEES are responsible for compliance with all Exit Clearance requirements. The completed form should be left with a Security Official after clearance.

PART I – CLEARANCE AREAS must be cleared in person by the departing employee on their LAST DAY of duty.

OFFICE OF HUMAN RESOURCES (Building 1)

CLEARED

1. Arrange an appointment with your servicing Human Resources Management Specialist or designee for an Exit Interview. (<http://ohr.gsfc.nasa.gov> for current HRMS list) _____
2. HRMS ensures that service agreements (PCS, Relocation, Recruitment, etc.) have been satisfied. _____
3. Obtain departure information concerning employment and employee benefits. _____

Signature of HRMS or Designee & Date

PROPERTY MANAGEMENT BRANCH (Building 16W, Room S060 OR S061, x6-7644)

Signature of Property Official & Date

TRAVEL ACCOUNTING (Building 17, Room N-137, x6-5925)

CLEARED

1. Travel _____
2. Government Charge Card _____

Signature of Travel Official & Date

PART I (CONT'D)

PAYROLL (Building 17, Room N-140, x6-5141, x6-8045, x6-5938, x6-4234)**CLEARED**

1. Bonds _____

2. Leave (Turn in Signed T&A Card) _____

Signature of Payroll Technician & Date

SECURITY (BUILDING 9)

CLEARED

1. Security Debriefing _____
2. Badges – Returned _____
3. Public Key Infrastructure (PKI) _____
4. Keys and Keycards – Returned (Transfer Is Not Authorized) _____
5. Safe - Primary or Alternate Custodian _____
6. Classified Materials (Returned/Transferred/Destroyed) _____
7. COMSEC Materials Returned (i.e., Secure Phone and Key) _____
8. COMSEC Debriefing _____

Signature of Security Official & Date

PART II – CLEARANCE AREAS should be satisfied by Supervisor or designee by phoning each area. The departing employee is NOT to complete PART II. (Please have all areas cleared **BEFORE** departing employee's last day)

AREA AND TELEPHONE NUMBER	INITIAL OF SUPERVISOR OR DESIGNEE	DATE
1. HEALTH AND SAFETY (EQUIPMENT) x6-6296		
2. HEALTH UNIT (MEDICAL FOLDER REVIEW) x6-6666		
3. LIBRARY (BOOKS) x6-7217		
4. PROPERTY CUSTODIAN (CHARGED PROPERTY)		
4. EMPLOYEE DEVELOPMENT (TRAINING OBLIGATIONS) x6-9122		
5. TELEPHONE CREDIT x6-4883		
6. TRANSPORTATION (PASSPORT, VISA'S) x6-7678		
7. PROCUREMENT (PURCHASE CREDIT CARD) x6-4915		
8. RECORDS MANAGEMENT x6-7395, x6-9594		

-PLEASE LEAVE THIS FORM WITH THE SECURITY OFFICIAL-